



Revenue Careers



Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty. Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Position: Excise Tax Examiner 3

Location: Tumwater

Notice: 101206 P

Opens: October 12, 2006

Closes: October 27, 2006

Who May Apply:

This recruitment is open on a promotional basis to employees of the State of Washington Department of Revenue who have permanent status in a regular or competitive project position.

Primary Duties:

Performs and resolves the full scope of the most complex financial examinations of tax records, tax returns, audit reports, or assessments evaluating business activities and accounting records to determine taxpayer compliance with applicable laws.

The position is required to resolve the most complex excise tax examinations to ensure correct liability and distribution. The incumbent must have excellent communication skills and provide a high level of technical consultation to staff on procedures and capabilities of mission critical systems and/or operational standards, laws/rules and tax liability, including issues of first impression, dispute resolution concerning taxpayer liability in volatile and politically sensitive industries. The incumbent must monitor critical tax reporting systems to ensure account integrity and data accuracy and make recommendations for enhancements. The position is required to detect weaknesses in the tax accounting system's internal control policies and practices, and programming logic. The position verifies and adjusts monies to local jurisdictions, special taxing authorities, and dedicated tax funds. Makes accounting adjustments when necessary, and creates and issues debit or credit notices, refunds or tax assessments within established authority levels. The incumbent computes penalties and interest in accordance with laws and regulations.

Compensation:

\$3128-\$4003 per month (Range 49), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Desired Qualifications:

12 semester or 18 quarter hours accounting **and** one year as an Excise Tax Examiner 2 or two years Department of Revenue experience at the journey level in accounting, auditing, compliance or tax administration.

Ability to:

- Communicate clearly and effectively in writing.
- Effectively express ideas and information through the spoken word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.
- Using effective techniques for information gathering by asking questions in ways that enhance clarity, information flow, and reliability of the information.
- Interpersonal and Self-Management skills that allow the incumbent to work successfully in individual and group settings.
- Effectively plan and organize multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.
- Research, analyze, organize, and document data in ways that make the information most useful for subsequent assessment, problem solving and investigation.
- Utilize technologies that are necessary to conducting the business of the organization, such as Excel and Word functions and applications, the Internet, and mission critical tax accounting systems.
- Utilize court decisions and regulatory advisories applicable to taxpayers.
- Knowledge of laws, rules, policies and procedures relative to the Department of Revenue.
- Understand the state tax structure, tax administration, program planning and scheduling.

A Bachelor's degree involving major study in business or public administration or closely allied field with a minimum of 12 semester or 18 quarter hours of accounting is desirable.

Examination:

The examination is an oral exam, and you will be notified regarding exam time and location.

How to Apply:

Submit complete Washington State employment application to:

E-mail: jobs@dor.wa.gov

please indicate position title in subject line

Special Note:

This position is covered by a collective bargaining agreement between the Department of Revenue and the Washington Public Employees Association (WPEA), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status. The application form must be filled out completely. Resumes or attachments will not be accepted in lieu of employment history.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.